

Beyond the Classroom

Tip Distribution

**GENERAL
CASE** 

You are a server at a restaurant in Portland. You must tip the bartender 13% of each customer's drink sales and the server assistant 1.75% of the food sales plus 2% of the drink sales. You want to complete a worksheet that shows the sales, tips, and your net tip. Open *e01b1Server* and save it as **e01b1Server_LastFirst**.

Insert a column between the Drinks and Tip Left columns. Type the label **Subtotal** in cell D6. Calculate the food and drinks subtotal for the first customer and copy the formula down the column. In column E, enter a formula to calculate the amount of the tip as a percentage of the subtotal for the first customer's sales. Format the results with Percent Style with one decimal place. Type **13%** in cell G7, type **1.75%** in cell H7, and type **2%** in cell I7. Copy these percentage values down these three columns. Horizontally center the data in the three percentage columns.

In cell J7, calculate the bartender's tip for the first customer, using the rule specified in the first paragraph. In cell K7, calculate the assistant's tip for the first customer, using the rule specified in the first paragraph. In cell L7, calculate your net tip after giving the bartender and server their share of the tips. Copy the formulas from the range J7:L7 down their respective columns. Merge and center **Customer Subtotal and Tip** in the range B5:E5, **Tip Rates** in the range F5:I5, and **Tip Amounts** in the range J5:L5. Apply Currency format to the monetary values. Apply borders around the Tip Rates and Tip Amounts sections similar to the existing border around the Customer Subtotal and Tip section. For the range A6:L6, apply **Orange, Accent 2, Lighter 40%** fill color, center horizontal alignment, and wrap text. Apply **Orange, Accent 2, Lighter 80%** fill color to the values in the Tip Left column and the My Net Tip column.

Set 0.2" left and right margins, select Landscape orientation, and set the scaling to fit to one page. Include a footer with your name on the left footer, the sheet name code in the center, and file name code on the right side. Copy the worksheet and place the copied worksheet on the right side of the original worksheet. Rename the copied worksheet as **Tip Formulas**. On the Tip Formulas worksheet, display cell formulas, print gridlines, print headings, and adjust the column widths. Change the Tips sheet tab color to **Orange, Accent 2**, and change the Tip Formulas sheet tab color to **Orange, Accent 2, Darker 25%**. Save and close the file. Based on your instructor's directions, submit *e01b1Server_LastFirst*.

Net Proceeds from House Sale

**DISASTER
RECOVERY** 

Daryl Patterson is a real estate agent. He wants his clients to have a realistic expectation of how much money they will receive when they sell their houses. Sellers know they have to pay a commission to the agent and pay off their existing mortgages; however, many sellers forget to consider they might have to pay some of the buyer's closing costs, title insurance, and prorated property taxes. The realtor commission and estimated closing costs are based on the selling price and the respective rates. The estimated property taxes are prorated based on the annual property taxes and percentage of the year. For example, if a house sells three months into the year, the seller pays 25% of the property taxes. Daryl created a worksheet to enter values in an input area to calculate the estimated deductions at closing and calculate the estimated net proceeds the seller will receive. However, the worksheet contains errors. Open *e01b2Proceeds* and save it as **e01b2Proceeds_LastFirst**. Review the font formatting and alignment for consistency.

Use Help to learn how to insert comments into cells. As you identify the errors, insert comments in the respective cells to explain the errors. Correct the errors, including formatting errors. Apply Landscape orientation, 115% scaling, 1.5" top margin, and center horizontally. Insert your name on the left side of the header, the sheet name code in the center, and the file name code on the right side. Save and close the file. Based on your instructor's directions, submit *e01b2Proceeds_LastFirst*.